

CITY OF GALAX  
REQUEST FOR QUOTATION (RFQ) 24-0003  
FOR  
**USED TORO REELMASTER 5610-D, 7000, OR EQUIVALENT**  
**April 19, 2024**



**NAME OF SOLICITING PUBLIC BODY**  
CITY OF GALAX  
111 EAST GRAYSON STREET  
GALAX, VA 24333

**QUOTE DUE DATE AND TIME:**

Sealed quotes will be received until May 3, 2024 at **2:00 PM** for the Used Toro Reelmaster 5610-D, 7000, or equivalent with the specifications described herein. No late submissions will be accepted. Please check for updates prior to submitting a quotation to ensure timely delivery to the City of Galax Municipal Building. It is the responsibility of the Bidder to check for additional updates prior to submission of quotation.

**QUOTATIONS SHALL BE MAILED OR HAND DELIVERED TO:**

City of Galax  
Attention: Derek Spraker  
111 East Grayson Street  
Galax, VA 24333

**QUESTIONS DUE DATE AND TIME:**

Questions and Inquiries must be received by the City of Galax by **Wednesday, May 1, 2024 at 2:00 PM.**

Questions regarding the desired specifications should be directed to:  
Justin Ward, Galax Recreation Department  
jward@galaxva.com  
(276)237-1403

The City of Galax reserves the right to waive irregularities and to reject any and all quotations.

All updates will be posted on the City of Galax website at [www.galaxva.com](http://www.galaxva.com) and [www.eva.virginia.gov](http://www.eva.virginia.gov).

**A. DELIVERY OF COMPLETED UNIT TO 107 COUNTRY CLUB LANE, GALAX, VIRGINIA, 24333 AND SHOULD BE NOTATED ON ATTACHMENT A - BID FORM & ATTACHMENT B - SPECIFICATIONS.**

**B. THE CITY RESERVES THE RIGHT TO ADD, DELETE, OR ADJUST QUANTITIES AND/OR LINE ITEMS AS DEEMED NECESSARY BY THE CITY.**

**C. THE CITY RESERVES THE RIGHT TO CANCEL OR REJECT THIS REQUEST FOR QUOTE OR REJECT ANY OR ALL QUOTES, TO WAIVE ANY INFORMALITIES IN ANY QUOTE AND TO PURCHASE ANY WHOLE OR PART OF THE ITEMS OR SERVICES LISTED IN THE REQUEST FOR QUOTE.**

**D. SUBMITTAL: ATTACHMENT A, ATTACHMENT B, AND COMPLETED SUBSTITUTE W-9: BID FORM, SPECIFICATIONS DOCUMENT, AND COMPLETED SUBSTITUTE W-9 SHOULD BE SUBMITTED WITH RESPONSE.**

**E. THE CITY WILL REVIEW EACH RESPONSIVE QUOTE AND WILL MAKE AN AWARD TO THE LOWEST RESPONSIVE AND MOST RESPONSIBLE BIDDER.**

**F. AWARD: AWARD INFORMATION MAY BE OBTAINED BY CONTACTING CITY OF GALAX FINANCE OFFICE.**

**G. BIDS ARE TO BE SUBMITTED ON THE TYPE, BRAND, MAKE, AND/OR KIND OF PRODUCT AND/OR SERVICE REQUESTED OR ITS APPROVED SUBSTITUTION, TO BE SOLELY DETERMINED BY THE CITY, UNLESS OTHERWISE SPECIFIED. SHOULD A BID BE FOR A PRODUCT AND/OR SERVICE AS A SUBSTITUTION, THE NAME, MAKE, MODEL AND TYPE OF THAT WHICH IS BEING BID MUST BE CLEARLY STATED. THE BID MUST ALSO BE ACCOMPANIED BY DESCRIPTIVE LITERATURE OF THE PRODUCT OR SERVICE BID TO ALLOW FOR EVALUATION. FAILURE TO PROVIDE THIS INFORMATION MAY RESULT IN THE BID BEING CONSIDERED NON-RESPONSIVE AND MAY NOT BE CONSIDERED.**

**H. BIDS MUST INCLUDE THE PRICE OF THE USED MOWER, THE DELIVERY TIME, EXCEPTIONS TO THE SPECIFICATIONS (IF ANY), TO BE CONSIDERED RESPONSIVE.**

**I. DESCRIPTIVE LITERATURE SHALL BE PROVIDED THAT DEMONSTRATES CONFORMANCE WITH CITY SPECIFICATIONS.**

**J. LATE BIDS WILL NOT BE CONSIDERED AND WILL BE RETURNED TO THE BIDDER UNOPENED.**

**K. ALL BIDS MUST BE IN A SEALED ENVELOPE AND CLEARLY MARKED WITH THE FOLLOWING:**

***SEALED BID: USED MOWER RFQ #24-0003***

***BID OPENING: MAY 3, 2024, 2:00 PM – DO NOT OPEN***